

ACCESS PAYMENT INFORMATION ON-LINE THROUGH THE U.S. DEPARTMENT OF TREASURY'S PAYMENT ADVICE INTERNET DELIVERY (PAID) SYSTEM

WHAT IS PAID?

PAID is the U.S. Department of Treasury's internet system which provides vendors with invoice payment information included with an ACH deposit.

HOW DO VENDORS REGISTER FOR PAID?

It's simple! Registration is done on-line @ <http://arfc.fms.treas.gov> Register using your Taxpayer Identification Number (TIN) and then select a user id, password, and a specific method of delivery.

HOW CAN VENDORS GET PAYMENT INFORMATION DELIVERED?

- *Web access to payment data*
- *E-Mail delivery of payment data*
- *E-Mail notification of new payment data*

HOW DOES PAID WORK?

You simply access the database using your user identification and password and data related to your payments are displayed. Access is restricted to your own payment data and the information is available for 60 days. Payment information is available to you on the same day the deposit is received by your bank.

WHAT TYPE OF INFORMATION IS DISPLAYED?

PAID provides the invoice number, payment amount, date of payment and other remittance information such as interest penalty or discounts taken.

HOW MUCH DOES PAID COST?

PAID is free of charge to vendors with internet access.

GIVE IT A TRY!!

<http://arfc.fms.treas.gov>

**ACH VENDOR/MISCELLANEOUS PAYMENT
ENROLLMENT FORM**

OMB No. 1510-0056
Expiration Date 01/31/2000

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY		
National Institute of Standards and Technology		
AGENCY IDENTIFIER: N/A	AGENCY LOCATION CODE (ALC): 13060001	ACH FORMAT: <input checked="" type="checkbox"/> CCD+ <input type="checkbox"/> CTX <input type="checkbox"/> CTP
ADDRESS: Building 101, Room A-825, 100 Bureau Drive, STOP 3733 Gaithersburg, Maryland 20899-3733		
CONTACT PERSON NAME: John Quick		TELEPHONE NUMBER: (301) 975-2261
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ()

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ()
NINE-DIGIT ROUTING TRANSIT NUMBER: _ _ _ _ _	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ()

Instructions for Completing SF 3881 Form

1. **Agency Information Section** - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. **Payee/Company Information Section** - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. **Financial Institution Information Section** - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.